



City of Milpitas PRESCHOOL INSTRUCTOR

(Part-Time/Non-Benefited)
APPLY IMMEDIATELY
Preschool Program School Year 2007-08
(August 27, 2007-May 22, 2008)

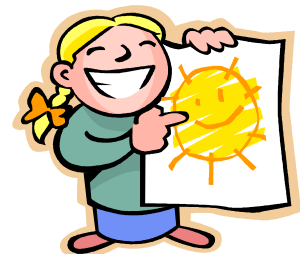
DEFINITION: Under direction of the Preschool Coordinator, provides a developmental learning environment for preschool children ages 3 – 5 years.

SALARY: Up to \$12.65/hr

ESSENTIAL DUTIES & RESPONSIBILITIES: Duties may include, but are not limited to:

- Daily, plan and organize meaningful activities with specific learning objectives within established program goals
- Close supervision of the children at all times. Teachers need to circulate and be alert to aid children in problem solving, safety and creative learning
- Implement and maintain health, safety and service standards, including current basic First Aid/CPR certification
- Build strong relationships with co-workers, children and families; utilize effective communication skills for team-building and professional growth
- Provide daily activities that encourage a nurturing learning environment with good listening and understanding of each child
- Maintain and help organize a variety of program records including attendance, incident reports, special events, etc.
- Attend preschool-related special events and trainings
- Completes routine preschool maintenance tasks such as, sweeping, table and room clean up, and other related duties

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MINIMUM QUALIFICATIONS:

Education/Experience:

- Minimum of 12 semester units of Early Childhood Education with “C” average or better
- First Aid/CPR Certifications
- Minimum of 1 year working with children
- Commit to ongoing professional development in the field of Early Childhood Education with a minimum of 10 hours per year in specialized training, knowledge and experience working with preschool age children

Knowledge of:

- Knowledge of current Early Childhood best practices and principles
- Knowledge of child development, especially age group characteristics of preschoolers

Ability To:

- Provide a positive learning environment in which preschool age children and their families may explore and grow
- Plan and lead small and large group activities with educational games, stories, music, science, art, drama, language development, motor movement and activities designed to promote school readiness
- Plan each activity with a learning objective
- Communicate effectively both verbally and in writing, with a diverse population of preschool children and their families from a variety of ethnic backgrounds, social-economic backgrounds and special needs
 - Explain and enforce rules, regulations, procedures and program objectives
 - Administer basic First Aid/CPR
 - Perform routine maintenance tasks
 - Develop and implement effective program curriculum/content with knowledge of valuable socialization skills for the children
 - Understand, evaluate and resolve problems/ conflicts with respect for others
 - Be a team player / Work independently

TO APPLY

Submit a completed City of Milpitas application and copies of transcripts to:

City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035

Applications available on the City website: www.ci.milpitas.ca.gov (under employment), at the following City facilities: City Hall, Senior Center, Sports Center and Community Center, or by calling Human Resources at (408) 586-3090.